Office Memorandum • United States Government

ro :	Chief,	Intelligence S	chool		DATE:	30 July 1957	
FROM :	Chief,	Administrative	Training Fac	ulty			
вивјест :	Weekly	Report No. 31,	24 July - 30	July 1957			25X1
enro	1. Op 11ment	erations Suppor	t #27 started	on 29 July wi	th a fi	irst week¶s	25X1
ment		dget & Finance	Procedures #3	started on 29	July 1	with an enroll-	_ 25X1
sele	3. cted le	ctures in Budge		ice of the SSA rocedures as a			25X1
							25X1
date Nove and [ative s s are: mber.	the new Summar chedule for Bud 29 July - 9 Au This schedule h Traini the OTR Registr	get & Finance gust, 3 - 13 as been given ng Officer fo	Procedures has September, 7 -	s been - 18 Oct	arranged. The tober and 12 -	22 DDS
		e Office of the g & Accounting	for their own	personnel.		m of instruction discussions. A questi	sed
was Oper Supp	brought ations		regarding t After expl that took Operatio	he purpose of aining the obj compare his ns Familiariza	Operation, a	ions Support a s of Operations ences in Opera	nd ^{25X} s tions
Fami	liariza					•	23/1
Offi	cers ha	e training manus been complete ogistics and	d in final fo	rm, based on c Chief of did not wi	omment: the CI sh to	s made by the Staff, review the man	
		the CI Staff ha has been resubm					cial
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Page two - Weekly Report, No. 31

concurrence and in turn will be submitted to for same. Upon receipt of these concurrences the manual will be submitted to Mr. Baird for presentation to Mr. Karamessines for discussion and approval before	
submission to the Director of Training for final approval prior to pub-	25 X 1
lication.	25 X 1
had several hours discussion with Messrs. of WE Division and obtained valuable background information the experiences of these case officers.	tion 25X1
9.	
attended the Intelligence Exhibit, Intelligence Orientation.	 25X1
10. attended a day long	
tour of OCR/DDI.	
11. The charts and organization of a sample State Department Missi abroad requested from the State Department for use in Operations Suppor and Administrative Procedures have been received.	rt 25X1
	25X1
an average assignment in September, left our office on 26 July. Mrs.	25X1
who joined our staff in April of this year has taken over the senior Training Assistant.	this
office applied as a replacement for the Job Leit vacant by	is is
obviously an excellent solution for the Operations Support faculty.	25 X 1

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